

## UHRC Team Meetings

**Subject:** UHRC Team Meetings

**From:** Jamie Keene <jamie.keene@lacity.org>

**Date:** 4/23/19, 4:21 PM

**To:** Matthew Tenchavez <mtenchavez@lahsa.org>, Ryan Christophe Simmons <41087@lapd.online>, Salvador Rosales <salvador.rosales@lacity.org>, Danielle Maldonado <danielle.maldonado@lacity.org>, Katie Montgomery <katrina.montgomery@lacity.org>, Emada Tingirides <31546@lapd.online>, Robert Chellew <37991@lapd.online>, Carolyn Cook <carolyn.cook@lacity.org>

**CC:** Brian Buchner <brian.buchner@lacity.org>

Hi team,

Happy Tuesday! Beginning this week, we're going to implement a more regular set of team meetings so that we are all on the same page about weekly priorities and goals.

Weekly UHRC staff meeting: On Wednesday mornings at 9am we will hold a UHRC staff meeting in our conference room. We will use this time to prepare our weekly updates for the UHRC Policy Group meeting on Thursdays, and set internal priorities. For our first staff meeting this week, I'd like for us to spend time as a group defining our roles and responsibilities during daily operations. If everyone could please come prepared with a few informal bullet points on what your core daily responsibilities are, that would be a big help.

UHRC Policy Group Debrief: Starting this week, we will begin using our Thursday afternoon 3pm debriefing time to review the commitments agencies made at the UHRC Policy Group meeting, and we'll create a plan for accomplishing these items for the week ahead.

Friday close out / Win of the Week: This work can be frustrating sometimes, so I'd like for us to carve out a few minutes on Friday afternoons to share one thing that was a success from the week to close out on a high note.

I'll be sharing calendar items for these shortly.

Thanks everyone,  
Jamie

--

[https://lh5.googleusercontent.com/Ailj00Vg\\_8Dd7521IFtff1SEpWfjqyv7WzWd2rzMMDyd4r8R4UDzPnM5IbTzR6qjoNufW61VhG7pZXq4HNxz7WTdI8TVXTakeS1amrys\\_8EWCZIT9YxddelIhvFPPtvpI6BkXRab](https://lh5.googleusercontent.com/Ailj00Vg_8Dd7521IFtff1SEpWfjqyv7WzWd2rzMMDyd4r8R4UDzPnM5IbTzR6qjoNufW61VhG7pZXq4HNxz7WTdI8TVXTakeS1amrys_8EWCZIT9YxddelIhvFPPtvpI6BkXRab)  
Jamie Keene

Director, Unified Homelessness Response Center  
Office of Mayor Eric Garcetti  
(213) 448-3169